

ARIZONA TRANSITION PLANNING FORM

Part I

Invitation to Participate in a Transition Planning Conference

TO:

(Name of designated Public Education Agency (PEA) contact person.)

You are invited to a meeting to develop the transition plan for _____ who is currently
(Child's Name)

enrolled in our agency's AzEIP program and resides in the _____ School District. The child's date of birth is

_____. The meeting will assist the parent(s) and their team to understand and plan the transition process from
(mm/dd/yy)
early intervention to the appropriate early childhood education programs.

The meeting will be held at: Date

Time

Location:

The members of the Transition Planning Team are:

Parent¹

AzEIP Service Coordinator

Provider from the Family's IFSP team

PEA Representative

Other

Please bring any necessary forms and materials to this Transition Planning Conference to assist you in:

- Providing information to the parent(s) about all available educational programs for preschool children, including those programs for children with and without disabilities.
- Providing information to the parents about the eligibility criteria for preschool special education services, including evaluation procedures and special education eligibility areas.
- Providing the parents with an explanation of the requirements of a free appropriate public education (FAPE).
- Providing the parents a copy of the procedural safeguards afforded the child and family as required in Part B of the IDEA.
- Explaining the purpose of Extended School Year (ESY) services and the documentation needed to support the IEP team in determining eligibility for extended school year services.
- Consent forms to conduct further evaluation to determine eligibility for preschool special education.
- Other information needed to facilitate a timely, seamless transition.

If I can provide further information or if your schedule conflicts with the meeting date, please call.

AzEIP Service Coordinator's Name

AzEIP Participating Agency

Phone Number

Date

¹Parent means (1) a natural, adoptive or foster parent of a child; (2) a guardian; (3) a person acting in the place of a parent (such as a relative or stepparent with whom the child lives, or a person who is legally responsible for the child's welfare); or (4) a surrogate parent who has been assigned in accordance with relevant law. "Parent" does not include the State.